INPROCESSING CHECKLIST

Employee Name	Arrival Date	Section	Sponsor Name

EUD Internal Processing Stations	External Processing Stations
Human Resources (7th Floor)	**Transportation Office (WAA Bldg 1023W)**
_____ ID Card Application	_____ Delivery of Unaccompanied baggage
_____ SOFA Stamp	_____ Delivery of House Hold Goods
_____ TQSA	(DSN 337-6257)
_____ LQA	
_____ Cash Advance Application	**Driver License Office (WAA Bldg 1023W)**
_____ Health Insurance Coverage	_____ Take Drivers Test
_____ Travel Voucher Entitlements	(DSN 337-6559)
(DSN 336-2715)	**Vehicle Registration (MK Bldg 7513)**
	_____ Pick up Vehicle
Information Management (4th Floor)	_____ Vehicle Inspection
_____ Loaded on Global	_____ Vehicle Registration
_____ Computer Passwords	_____ Weapons Registration
_____ Added to/Given District Phone Book	(DSN 334-2470)
_____ Mail Box/Post Office Info	
(DSN 336-2350)	**Vet Clinic (WAA Bldg 1212)**
	_____ Rabies Tags
PAO (8th Floor)	_____ Records
_____ Photo and Bio for web site	(DSN 337-6283)
(DSN 336-2720)	
	Housing Office (WAA Bldg 1023W)
Resource Management (7th Floor)	_____ Housing Referral Office
_____ Government Credit Card (Transfer or Application)	_____ Furniture Office
_____ CEFMS Access Request	(DSN 337-5556)
_____ Employee Travel Information	
_____ EFT Authorization	**Welcome Center (WAA Bldg 1023E)**
_____ Employee Data Sheet (Mil or Civ)	_____ ID Card
(DSN 336-2662)	_____ SOFA Stamp
Logistics Management (4th Floor)	(DSN 337-5189)
_____ EUD housing letter of availability/none	
_____ Building Key	**Other**
_____ Parking Garage Pass	_____ Attend Community Welcome Brief
_____ Ration Card	_____ Attend EUD Newcomers Brief
(DSN 336-2470)	
Safety (8th Floor) Other	
_____ Safety Brief and Copy of Red Book	
_____ Workers Compensation Briefing	
(DSN 336-2477)	
_____ Building & Area Tour	
_____ Receive Job Description	
_____ EEO Briefing	
_____ Security Briefing	

Supervisors Signature and Date	
HR Signature and Date	
Sponsors Signature and Date	

By signing you are verifying all items are complete.
Forms for RM are located in the Intranet under Newcomers.